

CITY OF SPRINGDALE

BUSINESS LICENSE PROCEDURE

Chapter 20 of the City of Springdale Code or Ordinances requires that any person who engages in, carries on or follows any trade, business, profession, vocation or calling, within the corporate limits of the City, unless exempt by State law, to have a Business License. The license is issued by the City Clerk and terminates on March 31 of each year.

The license will not be issued for a business if the premises and building do not fully comply with the building codes of the City or if the operation would involve a violation of the zoning ordinance.

In addition, this procedure applies to any previously licensed business that has changed its type of business, location or ownership.

The application procedure is as follows:

- STEP 1.** Obtain a copy of the Business License Application from the City Clerk at 201 Spring Street. (479-750-8118) Please complete the top portion and proceed to Step 2. (See back of these instructions for new requirements)
- STEP 2.** The completed Application must be taken to the Planning Department, at 201 Spring Street, Room 214 (ask for Clayton or Patsy) for verification of zoning and assignment of a street address. (479-750-8550)
- STEP 3.** You will also need to set up an appointment with the Fire Prevention Inspector for an on-site inspection. He will need to sign your application at the time of the inspection. (479-751-4510)
- STEP 4.** Then please call the Building Inspector Division to request an inspection of your business. The Building Official will need to sign your application at the time of inspection. (479-750-8557)
- STEP 5.** Please bring the completed & signed application to the City Clerk's office at 201 Spring Street to purchase your business license. (479-750-8118)

The Business License fee schedule is as follows:

\$40.00 per year plus \$2.50 for each of the first 25 employees, excluding the owner of a sole proprietorship, employed by such business, and an additional \$1.00 per year for each and every employee over 25. Maximum fee of \$300.00 per year.

University of AR Small Business Development Center: 479-575-5148

Note: Additional Requirements for obtaining a City of Springdale Business License:

_____ A Copy of the Arkansas Sales & Use Tax Permit number is to be submitted with the completed business license application and will be required before a commercial business license can be issued . Not applicable for the Home Office Business license. For more information please call the Arkansas Dept of Finance & Administration at 501-682-7104.

_____ Contact the Washington County Assessor's Office at 479-444-1641 to inquire about assessing Business inventory or assets. Or if in Benton County please call the Assessor at 1-888-267-7337.

_____ Owner must show photo identification or drivers license with the application of the City of Springdale Business License.

City of Springdale
APPLICATION FOR BUSINESS LICENSE

DATE: _____

NAME OF BUSINESS: _____

OWNER: _____

TYPE OF BUSINESS: _____ FEDERAL TAXPAYER I.D. OR
SOCIAL SECURITY #: _____

BUSINESS LOCATION: _____ BUSINESS
PHONE NO: _____

ARKANSAS SALES AND USE TAX NO.: _____

BILLING ADDRESS: _____
(STREET OR BOX NO.)

(CITY) (ST) (ZIP) PHONE: _____

NUMBER OF FULL TIME EMPLOYEES _____ PART TIME EMPLOYEES _____

24 HOUR EMERGENCY CONTACT: 1. _____
(NAME) (PHONE NUMBER)

2. _____
(NAME) (PHONE NUMBER)

BLDG. OWNER: _____

EMAIL ADDRESS: _____

SIGNATURE OF PERSON FILING APPLICATION

TITLE

(For Office Use Only) Do Not Write Below This Line

PLANNING OFFICE - ZONING AND STREET ADDRESS CERTIFICATION AT (479) 750-8550

PROJECT LOCATION: _____ SEC: _____ T: _____ R: _____

ATLAS PAGE NO: _____ ADDRESS ASSIGNED: _____

ZONING DISTRICT: ___ A-1, ___ O-1, ___ C-1, ___ C-2, ___ C-3, ___ C-4, ___ C-5, ___ C-6, ___ W-1
___ I-1, ___ I-2, ___ I-3, ___ P-1, ___ PUD, ___ Other: _____

___ DESIGNATED USE UNIT # _____ CHANGE OF USE: YES ☐ NO ☐

___ PROPOSED USE IS PERMITTED IN THE ZONING DISTRICT INDICATED ABOVE

___ PROPOSED USE WAS GRANTED A CONDITIONAL USE BY THE PLANNING COMMISSION ON _____

___ PROPOSED USE HAS BEEN RECOGNIZED AS A NON-CONFORMING USE

By: _____ Date: _____

FIRE PREVENTION BUREAU (CALL 479-751-4510 FOR INSPECTION APPT.)

SIGNATURE _____ DATE: _____

BUILDING OFFICIAL (CALL 479-750-8557 FOR INSPECTION APPT.)

SIGNATURE _____ DATE: _____

BUSINESS LICENSE ISSUED:

NUMBER: _____ DATE: _____ BY: _____